

February 23, 2004

QS50 (04-018)

TO: Distribution

FROM: QS50/David J. Spacek

SUBJECT: Minutes of the MSFC Safety, Health, and Environmental Committee (SHE)
Working Meeting – February 11, 2004

The Safety, Health, and Environmental (SHE) Committee met at 2:00 p.m. on Wednesday, February 11, 2004, in Building 4202, Conference Room 326A. The attendance list is maintained on file in the Industrial Safety Department (4202/307). The agenda for the meeting is attached as Enclosure 1.

Opening Remarks (Nance Jo Ogozalek/ED33 Chairperson)

Nance Jo welcomed everyone to the meeting.

Safety Moment (Tom Dollman/SD01)

Tom reported on a personal incident which occurred on Highway 72 between Decatur and Athens. Tom was traveling the speed limit when he noticed a truck, traveling the opposite direction moving across the median toward his vehicle. Tom made a decision to increase his speed, avoiding the mishap. Although not confirmed, Tom assumed the driver of the truck fell asleep while driving. As Tom stated this could have happened to any of us – Tom's defensive driving avoided a collision with his vehicle.

SHE Committee Status Reports (Nance Jo Ogozalek/ED33)

Nance Jo addressed the SHE Committee status. Significant items included: 1) the SHE Charter was approved by David King; 2) elections for the SHE Chairperson and Deputy Chairperson are scheduled to be held at the SHE meeting on February 25, 2004; 3) SHE Program overview presentation to David King is scheduled for February 24, 2004; 4) SHE Committee Program Improvements Targets corrective actions; and 5) the SHE budget for FY04.

In response to a question from Linda Myszka/MORGAN, Nance Jo requested that any additional subcommittee budget requests be submitted to her by March 10, 2004. The updated chart presentation is attached as Enclosure 2.

SHE Committee Proposal SHE-2004-01 – Fire Alarm Test Announcements
(Shawn Wallace/ED13)

Shawn discussed the problem of inadequate communication announcing fire alarm tests, with the potential of employees not evacuating if an actual emergency should occur during alarm testing, and his proposal for Building Managers to make voice announcements on the building voice enunciation system. Where voice enunciation systems are not installed in the building, the Center's EWS system should be used. The proposal is attached as Enclosure 3.

ACTION SHE-04-002: Discuss using EWS to announce fire alarm test with Building Managers, and if desired, work with Facilities to determine if it is doable.
(Dennis Davis/QS50: Due 04-14-04)

Subcommittee Reports

Elections Ad Hoc (Cynthia Behel/ASRI)

Cynthia reported on the status of nominations received. To date, the one nominee for Chairperson withdrew his name, and seven contractor employees have been nominated for the Deputy Chairperson. All seven nominees have accepted nomination, were present for the meeting, and provided attendees a short summary of their background and experience, expressing their desire to work with the SHE Committee. With the SHE Committee being given a budget for FY04, Tom Dollman/SD01 noted that Nance Jo Ogozalek/ED33 accomplished a great deal this past year without a budget, and the new Chairperson and Deputy Chairperson should be able to accomplish more this year with a budget. The proposal is attached as Enclosure 4.

Building Managers (Dennis Davis/QS50)

Dennis reported for Pete Allen/AD60. Pete and Dennis plan to meet with Axel Roth/DE01 next week to propose a new Building Manager concept. The new concept would divide the MSFC property into six separate zones, each with a high level/ranked Area Manager. Instead of the Building Manager subcommittee membership consisting of all MSFC Building Managers, the six new managers would make up the Building Manager Subcommittee. The six Area Managers would meet monthly as a subcommittee. In addition, Center Operations would conduct a quarterly meeting with all building managers to keep them up-to-date.

Contractor Safety Forum (CSF) (Phil Robbins/CSC)

Phil reported on the CSF meeting that was held on January 28, 2004. Meeting topics included the requirement for supervisors to complete Annual Self Assessments, SHE Committee overview to include upcoming election for Chairperson and Deputy Chairperson, CSF Safety Culture Training, and Marshall Safety and Health Action Team (MSAT) to include Close Call reporting award program.

Cryogenics (Barrie Peters/MORGAN)

Barrie, the new Chairperson, reported on plans to re-label valves on portable liquid nitrogen Dewars, and to recruit new members to replace retiring members. The chart presentation is attached as Enclosure 5.

Hazardous Chemicals and Materials

No representative present.

Safety Assessment (Linda Myszka/MORGAN)

Linda reported that the subcommittee continues to work on subcommittees open actions, which includes a review of MWI 8715.15, "MSFC Safety Assessment Program."

Laboratory Operations (Nance Jo Ogozalek/ED33)

Nance Jo reported that she had been reelected as Chairperson, other elected subcommittee officers, and ongoing initiatives. The chart presentation is attached as Enclosure 6.

Lifting Devices and Equipment (Kevin Primm/AD24)

Kevin reported that the committee is meeting regularly to address Centerwide lifting device issues, to include a requirement to replace a damaged crane hook and “critical lift” requirements. Kevin also reported that the revision to MWI 6430.1, “Lifting Equipment and Operations,” is under final internal review and editing before being distributed for Centerwide review.

Lockout/Tagout (T.D. Jackson/EG&G)

T. D. reported that the revision to MWI 8715.2, “Lockout/Tagout Program,” continues to be in the review process.

Machine Shops (Todd Macleod/SD22)

Todd reported that the new Machine Shop checklist for supervisors is being finalized.

Pressure Systems (Jack Caudle/AD24)

No report.

Radiation

No representative present.

Wellness and Ergonomics (Beth Skidmore/FD35)

Beth reported that the subcommittee plans to meet on February 23, 2004, to address several new initiatives to include a wellness campaign, planning for Safety Day and Wellness Day, and electronic messages to supervisors of employees scheduled for medical appointments. Within a month or two, Nance Jo requested Beth to provide to the SHE Committee a summary of results of the new improved system for notifying employees scheduled for medical appointments – this new system was establish approximately one year ago.

Hazardous Operations DirectoratesCenter Operations (Cathy Miller/AD62)

Cathy reported on Center Operations. Nance Jo requested Cathy to add additional details to the charts to include a listing of open SHEtrak findings. Jimmy Cobb/AD24 stated he will begin reporting on open SHEtrak findings that are assigned to AD24 for corrective action. In response to a question from Tom Dollman on the status of open pipe labeling SHEtrak findings, Jimmy Cobb reported that he met with QS50 safety compliance inspectors and that AD24 was reviewing a process to correct all pipe labeling findings. Nance Jo requested that a separate line item be added to the Center Operations presentation charts to indicate the status of open SHEtrak findings assigned to AD24. The chart presentation is attached as Enclosure 7.

Engineering Directorate (Wendell Colberg/ED30)

Wendell reported on the Engineering Directorate. Nance Jo requested Wendell to add the status of SHE Program Improvement Targets (PITA) to the ED charts to be included with the SHE minutes. The updated chart presentation is attached as Enclosure 8.

Flight Projects Directorate (Paige Vaughn/FD22)

Paige reported on the Flight Projects Directorate. Nance Jo requested Paige to add the status of SHE Program Improvement Targets (PITA) to the FD charts to be included with the SHE minutes. The updated chart presentation is attached as Enclosure 9.

Science Directorate (Tom Dollman/SD01)

Tom reported on the Science Directorate. The chart presentation is attached as Enclosure 10.

Space Transportation Directorate (Ray Bailey/TD53)

Ray reported on the Space Transportation Directorate. Ray also discussed SCRS # 3258, install Emergency Exit signs near the floor to mark the stairwell access doors – Industrial Safety and Facilities Engineering Departments agreed that floor-proximity exit signs would be installed to mark the stairwell access doors in all high-rise building at MSFC. Nance Jo requested Ray to add the status of SHE Program Improvement Targets (PITA) and a list of findings identified by supervisors during their monthly safety visits to the TD charts to be included with the SHE minutes. The updated chart presentation is attached as Enclosure 11.

Judy Milburn/QS50 informed the attendees that supervisors will soon be able to sign up for Safety Visit Training for Supervisors on the SHE Web Page. The first class is planned during the week of March 15, 2004, with one class each month thereafter.

Improving Safety, Health, and Environmental Program in all Directorates and Offices (ISHEPHOD) (Tom Dollman/SD01)

Tom reported on the ISHEPHOD Ad Hoc Committee. The chart presentation is attached as Enclosure 12.

Open Actions (Dennis Davis/QS50)

Due to lack of time, Dennis did not address the open actions; however, the charts are attached as Enclosure 13.

New Business

None.

The next SHE Committee Meeting is scheduled for February 25, 2004, at 2:00 p.m. in Building 4200, Conference Room P110. A significant agenda item is elections for Chairperson and Deputy Chairperson.

Original Signed by

David J. Spacek
Manager
Industrial Safety Department

13 Enclosures

Distribution:

SHE Committee Members
SHE Web Page

Enclosure 1

SHE WORKING GROUP MEETING AGENDA

Wednesday, February 11, 2004

2 pm, Building 4202, Room 326A

Open Meeting (Nance Jo Ogozalek / Chairperson)

SHE Moment (Dennis Davis/QS50)

Management Mentor Comments (Axel Roth/DE01)

SHE Committee Reports (Nance Jo Ogozalek / Chairperson)

- * **Budget Summary**
- * **Program Improvement Targets**

Subcommittee Reports

(Include status for SHE Action # 02-020: Program Improvement Targets and Budget requests)

((Send charts electronically to Richard Smith or Lisa Zendler, HEI))

- * **Elections Ad Hoc and meet candidates**
- * **Building Managers**
- * **Contractor Safety Forum**
- * **Cryogenics**
- * **Hazardous Chemicals & Materials**
- * **Safety Assessment**
- * **Laboratory Operations**
- * **Lifting Devices & Equipment**
- * **Lockout-Tagout**
- * **Machine Shops**
- * **Pressure Operations**
- * **Radiation**
- * **Wellness & Ergonomics**

Directorates with Hazardous Operations

((Send charts electronically to Richard Smith, Lisa Zendler, or Amelia Mathison, HEI))

- * **Center Operations**
- * **Engineering**
- * **Flight Projects**
- * **Science**
- * **Space Transportation**
- * **Ad Hoc Committee for Program Improvement Targets**

New Business

New Actions (Recorder)

Meetings Schedule -

February 25 - full Committee - 2 pm, Building 4200, P110 - Elections
[conference room is reserved beginning at 1:30 for those who need to load computer files]
March 1 - Marshall Team Meeting - 8:30 am, Building 4200, P110
March 10 - Working Group - 2 pm, Building 4202, Room 326A
March 31 - Working Group - 2 pm, Building 4200, P110

Enclosure 2

SHE COMMITTEE STATUS REPORT **February 11, 2004**



➤ **Procedural**

- **SHE Charter approved January 26, 2004**
- **Meeting minutes for January 28, 2004**

➤ **Updates and Old Business**

- **Elections Ad Hoc Subcommittee accepting nominations, contact Cynthia Behel, ASRI, 4-2794**
Elections to be conducted at February 25, 2004 meeting with voting members as designated in revised Charter
- **Future Meeting Schedule:**
February 25, 2004 – full Committee, 2 pm, Bldg 4200, P110
March 1, 2004 – MTM, Bldg 4200, P110
March 10, 2004 – Working Group, Bldg 4202, 326A
- **VPP Follow-up presentation to Dave King was made January 30; SHE Planning Team investigating alternate third party certification options**
- **SHE Program Overview presentation to Dave King rescheduled for February 24th**

SHE COMMITTEE STATUS REPORT

February 11, 2004



➤ **SHE Program Improvement Targets - Corrective Actions**

- **SHE-1.3A: MPG 8715.1 – On Directives Control Board schedule 2-12-04**
- **SHE-1.8B:**
 - 2002 Final Report – Reviewed by SHE Committee -**
 - Waiting for resolution of 2 versions of Report – February 2004**
 - 2003 Annual Program Plan – 2 Electronic Meeting Sessions conducted;**
 - Plan being compiled – ECD March 2004**
 - 2003 Final Report – pending finalization of Plan**
 - 2004 Annual Program Plan – pending finalization of 2003 Report**
- **SHE-1.8C: PEP Survey Results –**
 - Will be incorporated with PITCA in 2004 Annual Plan ,**
 - ECD: ?**
- **SHE-2.8A: Close call trending, HQ developing IRIS database,**
 - ECD: 04-30-04 for Phase III completion**
- **SHE-4.1B: Closed**
 - Root Cause training – Supervisors may access accident investigations training videos from SHE library.**
 - Root Cause Analysis Class scheduled for May 4 & 5, 2004**

SHE COMMITTEE STATUS REPORT

February 11, 2004



➤ SHE Program Improvement Targets – Corrective Actions (continued)

- **SHE-2.5D: Monitor progress on corrective actions within each MSFC organization. Provide corrective action assignees with technical and other resources needed to complete actions. Take management action overdue items. (Star 3.4-03)**

SHE Committee recommends Directorates be responsible for taking actions on overdue items.

Resignment to responsible organization approved by Improving Safety, Health, & Environmental Programs in Hazardous Operations Directorates Subcommittee (ISEPHODS), January 2004

➤ New Business

- **SHE Proposal 2004-01 – Presented by Shawn Wallace, ED13 – Notification of building occupants of fire alarm testing – *Becomes Action SHE – 2004-002***

SHE COMMITTEE STATUS REPORT

February 11, 2004



➤ SHE BUDGET

- ★ NASA still under a continuing resolution; therefore, no funds have been received by the Center yet
- ★ Allocations requests must include:
 - Item(s) description, activity to be supported, amount requested, when \$ required
 - Organization or Subcommittee making request & contact person
 - Whose credit card to be utilized or whom to submit IFMP action
 - Submit by email or paper version to SHE Chairperson
 - Due date: March 9, 2004
- Authorized allocations pending funds availability:
 - SHE Communications Team \$ 1,200
 - SHE Lifting Devices Subcommittee \$ 350

SHE COMMITTEE STATUS REPORT

February 11, 2004



➤ SHE BUDGET

★ Budget Plans (Tentative)

• Technical Writer (part time) [Prepare Annual Plan, Final Reports, track PITAs]	\$ 20,000
• Star Consultant [Program evaluation, Internal audit analysis]	\$ 20,000
• VPPPA Annual Fee	\$ 1,250
• Awards & Incentives	\$ 5,000
• Conferences [4 contractor personnel]	\$ 8,000
• Conferences [4 civil service personnel]	\$ 8,000
• Safety Day Booth [posters, setup, door prizes]	\$ 3,000
• Computer Seat	\$ 5,000
Total Allocated	\$ 70,250

- Budget discussions usually included with SHE Planning Team meetings –
Normally, Thursdays, 2:30 pm, Building 4202, Room 326A
Committee members and interested persons welcome or comment by email



Enclosure 3

SHE Working Group Meeting Agenda

Fire Alarm Notification

1. SUBCOMMITTEE/ORGANIZATION NAME: **SHE Committee**
2. SEQUENCE NUMBER OF PROPOSAL: **SHE-2004-01**
3. PROPOSAL NAME: **Fire Alarm Test Announcements**
4. CHAMPION'S NAME: **Shawn Wallace**
5. CHAMPION'S ORGANIZATION: **ED13**
6. CHAMPION'S EMAIL ADDRESS: **k.shawn.wallace@nasa.gov**
7. CHAMPION'S PHONE NUMBER: **544-1109**
8. DATE OF PRESENTATION TO SHE COMMITTEE: **February 11, 2004**
9. BACKGROUND OR HISTORY (optional):

The following notice, sent by email to the Building Manager, is typical of how fire-alarm tests are conducted:

The fire alarm system will be tested building 4487 on Thur 2/5/04 during the designated time noted below. Each test will be conducted from a pull station which activate the lights and horns. Testing in each building could last for approximately one hour. Please do not evacuate the building or your area as this will only be a test of the fire alarm system and not a drill. Please pass on to bldg occupants as needed to prevent any confusion. Please advise of any conflicts or concerns you may have by 2pm on Wed 2/4/04.

4487 8 am - 10 am (524280)



SHE Working Group Meeting Agenda

Fire Alarm Notification

10. PROBLEM:

- 1) Reaching every occupant of a large, multi-organizational building is difficult, and relies upon visitors from other buildings being with an informed occupant at the time of the test in order to be told. Unless everyone is informed, individuals may try to evacuate the building, and the resulting confusion about whether or not the alarm is “real” may lead to diminished response time for future drills or emergencies.
- 2) There is a very real possibility that a true emergency situation (fire, bomb threat, etc.) could develop during the time-frame of a planned test. If this happens, building occupants will ignore the alarm, believing it to be testing only.

11. PERSONS AFFECTED BY THE PROBLEM:

Center personnel.

12. PROPOSED SOLUTION(S) AND RECOMMENDATIONS FOR SHE COMMITTEE:

In addition to the email notification sent to the Building Manger, make voice announcements immediately before and after the alarm testing is conducted. This allows all personnel within the building (with the exception of transients, who will be able to ask other personnel) to know unambiguously if an alarm is a test, or a potential emergency.

- 1) **In buildings with voice enunciation capability built into the fire-alarm system (e.g. 4487), this capability can be used by the electricians to make these announcements on-the-spot.**
- 2) **For all other buildings, the EWS system can be used to make these announcements. This will require coordination between the electricians and the Emergency Operations personnel, but with pre-planning, this should be feasible.**

13. OTHER PERTINENT INFO (e.g., supporting material, graphics, pix, etc.):

SCRS #3202, #3203

14. SHE COMMITTEE DISPOSITION:



Enclosure 4

SHE Working Group Meeting Agenda

Elections Ad Hoc

**Safety, Health, and Environmental (SHE)
Committee**

**Chairperson and Deputy
Chairperson**

Nominations

February 11, 2004



SHE Working Group Meeting Agenda

Elections Ad Hoc

Chairperson

☐ **Kyle Daniel**



SHE Working Group Meeting Agenda

Elections Ad Hoc

Deputy Chairperson

- ☐ **Dan Spratt-CSC**
- ☐ **David Bechtel-Accenture**
- ☐ **Johnny Maroney-Sverdrup**
- ☐ **David Glover-EG&G Logistics Services Inc**
- ☐ **Billy Adair-Teledyne Brown Engineering**
- ☐ **Phil Robbins-CSC**
- ☐ **Linda Myszka-Morgan**



Enclosure 5

SHE Working Group Meeting Agenda

Cryogenics

☐ **Initiatives**

- Relabel valves on portable liquid nitrogen Dewars where labels have been painted over.
- Recruit new members to replace retiring members.

☐ **SHE Actions Status**

- No actions.

☐ **Subcommittee Issues**

- Elected Barrie Peters as the new Chairperson.
- Elected Bill Malone as the new Deputy Chairperson.



Enclosure 6



SHE Working Group Meeting Agenda

Laboratory Operations

Updates:

- ❖ Nance Jo Ogozalek reelected as Chairperson
- ❖ Nathan Coffee elected as Deputy Chairperson
- ❖ Byron Collier selected as Recorder (first quarter)

Initiatives:

- ❖ Evaluation of chemical labeling software continues
 - Brady Markware
 - HMMS capabilities (being purchased by AD10)
- ❖ Preparing budget proposal (possible items)
 - Chemical compatibility posters
 - Laboratory gloves material compatibility posters
 - Chemical labeling software
 - Safety Day door prize and give-aways

Next Meeting – either February 19th or 26th, 2 pm, Building 4471



Enclosure 7

SHE Working Group Meeting Agenda

Center Operations Report

SH&E Report – February 11, 2004

☐ SCRS: 2 Late 1

☐ SHETRAK: 2 Late 1

Facilities SHETRAK Open 222 Late 1

☐ Mishap cases total: 11 New 0

☐ Corrective actions: 9 Late 3

☐ AD SHE Program Improvement Targets:

SHE 1.5.1C ECD 9/30/04

SHE 2.3.2A ECD 9/30/04

SHE 2.3.2B ECD 7/15/05

SHE 2.3.2C ECD 7/15/05

SHE 2.4G ECD 7/15/05

SHE 2.4H ECD 7/15/05

SHE 3.1.3B ECD 9/15/05

SHE 3.1.3C ECD 9/15/05

SHE 3.1.3D ECD 9/15/05

SHE 4.1D ECD 5/05/05



Enclosure 8

SHE Working Group Meeting Agenda

Engineering Directorate Report

☐ **SCRS**

- 4 Open; None late

☐ **SHetrak – 46 area findings**

- 31 Open – awaiting abatement plans; none late

☐ **Mishaps/Close Calls**

- 1 open mishap (transformer fire); 1 corrective action late

☐ **Self Evaluation Open Corrective Actions – SHE Program Improvement Targets: 26 Assigned to ED**

- 3 open actions (3.1.9.4, 4.1A, 4.1D)
- 1 recommended for reassignment to Building Managers
- 1 recommended for reassignment to AD or S&MA



Enclosure 9

SHE Working Group Meeting Agenda

Flight Projects

☐ SCRS (60 days)

3 Open

- POV's traveling at excessive speeds in bldg. 4708 parking lot
- Wet areas on west end of 4610 on a rainy day caused individual to slip down (minor injuries) west side of Bldg 4610
- Fire Alarm Drill confusion in bldg. 4610

☐ SHETRAK (30 days)

63 Open (57 in Bldg. 4708 -- involved tubing & piping & electrical panels not properly labeled, inoperative emergency lights, exposed electrical wiring electrical panels blocked, fire alarm panels indicating trouble, electrical disconnect not properly labeled, etc.

Of the 63 open, 44 are assigned to Facilities

1 mishap reported during this time period

- **In Bldg. 4708 EMPLOYEE WAS CUTTING A SHIM FOR SHEETROCK REPAIR WHEN HIS/HER UTILITY KNIFE SLIPPED AND CUT THE PALM OF THE LEFT HAND.**

☐ PITA

No progress on Program Improvement Targets to report for this period.



Enclosure 10

SHE Working Group Meeting Agenda

Science

- **Open SCRS Metrics (Total=3+0*):**
 - Light fixtures; Egress path; Walking into vehicle hitch
 - (One closed past 60-days)
 - **Open SHEtrak corrective actions (Total=59+6*):**
 - (9+6) Late:
 - (8) 4747 ; (1) 4614
 - (6) NSSTC
 - (18+24) closed in past 60 days
 - **3 Open mishap/close-call corrective actions**
 - **PITAs: No add'l SD closures since Jan SHE Meeting**
- * Note: Includes SD-on-site + off-site (i.e., NSSTC) buildings**



Enclosure 11

SHE Working Group Meeting Agenda

Space Transportation Safety Open Items

☐ Safety Violations - Shetrak 15

7 assigned to TD (Building Managers) for closure.

8 assigned to Facilities for closure

☐ Mishaps – IRIS (none new since Mar.) 5

☐ Environmental Health 26

(none new since Nov. - 16 involve ergonomic chair needs)

☐ SSWP Safety Finding – TD Mgmt

☐ Inspections 6

(4539,4541,4544,4583,4626,4630)



SHE Working Group Meeting Agenda

Space Transportation Safety Open Items

SCRS (none new since Nov.)

#3258 Bldg. 4203. One of the lessons learned from Sept. 11 was that the exit signs were located near the ceiling and this made it difficult to find the exits with the rising smoke for those crawling on the floor. This is probably the case Center wide here.



SHE Working Group Meeting Agenda

Space Transportation Safety Open Items

TD safety Inspections for January

- ☐ East/west test ranges for January
- ☐ Bldg. 4539 - 3 findings
- ☐ Bldg. 4544 - 1 findings
- ☐ Bldg. 4541 - 3 findings
- ☐ Bldg. 4583 - 0 findings
- ☐ Bldg. 4626 - 0 findings
- ☐ Bldg. 4630 - 1 findings



SHE Working Group Meeting Agenda

Space Transportation Safety Open Items

☐ SSWP Meetings 87.5 %

☐ Visits 84.4 %



Enclosure 12

SHE Working Group Meeting Agenda

Ad Hoc Committee for Program Improvement Targets

- Improving Safety, Health, and Environmental Programs in Hazardous Operations Directorates (ISHEPHODS)
 - AD, ED, FD, SD, & TD collaborating
- Last Meeting 01/18/04
 - Discussed and closed PITA: SHE-2.5
- Next Meeting scheduled 02/17/04
 - Other org reps are invited to participate

Enclosure 13

SHE Committee Open Actions February 11, 2004

ACTION NO.	ISSUE/CONCERN	POINT OF CONTACT	ACTION E	FINAL PRODUCT	DATE OPEN	ECD	STATUS
SHE-02-020	Phil Robbins presented the SHE Program Improvements Action Plan	Nance Jo Ogozalek/ED33	Actionees as Identified in Plan	Review the SHE Program Improvement Plan and provide an ECD for each assigned action.	11-13-02		Extended.
SHE-02-023	Gaines Watts presented proposed restriction-guidelines for test area visitors. Some committee members felt this should be part of a Center-wide policy.	Nance Jo Ogozalek/ED33	Dave Spacek/QS50	Investigate the need for, and develop as required Center-wide guidelines for visitor access to hazardous areas.	11-26-02	01-31-04	CLOSED. Added requirement in MPG 8715.1 for managers of hazardous operations to establish safety guidelines for visitors. DCB approved 02-11-04.
SHE 03-020	Tammy Barcala raised a concern about the adequacy of evacuation chairs for physically disabled persons	Nance Jo Ogozalek/ED33	Dennis Davis/QS50 & Tammy Barcala/TD 40	Re-address the availability of evacuation chairs for physically impaired employees, Center wide. Also address training requirements.	07-16-03	No ECD in Facilities database	Fire Rescue spots being identified on every floor above or below level of exit discharge. FWO 319826 about 40% complete. Evac-chairs provided to all known physically impaired employees.
SHE 03-021	Edwin Jones reported that the Medical Center did not have pass/fail criteria for the personnel certification physicals.	Nance Jo Ogozalek/ED33	Joyce Eagan/AD60	Investigate and publish physical/medical requirements/guidelines for each related certification identified in MWI 3410.1.	08-27-03	02-15-04	Joyce is planning meeting with Doctors, QS50 and herself to discuss need for guidelines.
SHE 03-022	Dennis Davis reported that a second close call had occurred at 4755 with items being dropped from overhead crane work.	Pete Allen/AD60	Kyle Daniel/QS50	As part of the dropped bolt close-call investigation at 4755, look at the pre-construction safety assessment process to assure it is adequate to prevent future similar incidents on other jobs.	09-10-03	04-14-04	Update 1-28-04. Kyle reported assessment process was adequate. In first incident bolt bounced further to side than anticipated. Second incident was not a close call, area was controlled.

							A new control area guideline has been developed. Kyle took action to incorporate into MWI.
SHE 03-023	Pete Allen discussed risk management and the importance of assuring that managers are aware of accepted risk.	Pete Allen/AD60	Dennis Davis /QS50	For facilities, equipment, materials, and operations at MSFC controlled properties, develop a process to inform the Center Director and other responsible managers of accepted residual risks and associated controls.	09-10-03	04-14-04	Current hazard assessment process includes risk assessment and requires documented approval by the Director of responsible organization for any undesirable risk levels. Preparing a management chart presentation for top ten facility and operations risks.
SHE 04-001	The SHE Committee approved changing the Charter including election requirements for chair persons and adding all organization representatives as voting members.	NanceJo Ogozalek/ED33	NanceJo Ogozalek/ED33	Present proposed changes to the Center Director for approval.	01-07-04	02-18-04	CLOSED. Revised Charter approved.